

STATE OF HAWAII GENERAL RECORDS SCHEDULES

The General Records Schedules Numbers 1 - 11 (1996) are issued by the State Comptroller to provide retention and disposition standards for government records common to several or all state executive and legislative agencies. A government record is information, regardless of media or characteristics, created or received or maintained by an agency in the course of business transactions and in pursuance of legal obligations. All previous General Records Schedules are superseded. Also superseded are Record Disposition Authorizations, SA-1s, approved prior to the issuance of the General Records Schedules, which only concern record series identified in the General Records Schedules.

The General Records Schedules (hereafter "GRS") apply to record copies. The record copy serves as the official copy. Additional copies of documents used solely for convenience or reference are non-record and may be destroyed at the discretion of the agency. However, such records should not be retained for a period beyond the retention of the record copies. For records management purposes, publications and other library materials are considered non-record material.

The GRS do not apply to the Judiciary and the Counties.

The records retention periods listed are considered to be the minimum necessary under normal conditions. So long as minimum retention periods are met, records covered by the GRS may be destroyed without further concurrence from the Comptroller.

The attached GRS differ from earlier GRS in several ways:

1) The GRS are patterned after the Federal General Records Schedules and the Utah General Retention Schedule. Individual schedules covering a limited number of related records series are used instead of a single inclusive record schedule in order to simplify the numbering of items, allow incremental item revisions, and allow incremental addition of new schedules.

2) New categories of record series are established for: Procurement and Property Management Records; Facilities Construction and Management Records; Security and Protective Services Records; Health Care Records; and Electronic Records.

3) The term "Operating Department", as used in the GRS, means all executive and legislative agencies, and administratively attached agencies.

4) The term "Operating Department - Fiscal" is used instead of "Departmental Fiscal" to accommodate those departments which delegate fiscal responsibilities to other offices within the department. The term "Operating Department - Personnel" is used for the same reason.

5) Retention and disposition requirements are combined in one column.

6) Record confidentiality is no longer stated. Confidentiality is determined by HRS Chapter 92F, the Uniform Information Practices Act, which is administered by the Department of the Attorney General, Office of Information Practices.

Original records that have been microfilmed in accordance with HRS 92-29 may be destroyed after microfilming, provided that the filmed records satisfy quality control expectations, and as long as the microfilmed records are kept for the authorized period. The foregoing applies except when the law and / or the retention authorization require that the original hard copy records be retained after microfilming.

The GRS also provide for the retirement of non-current, non-permanent records to the State Records Center. As a general guideline, records retired to the State Records Center shall have a remaining retention period of two years or more before they will be accepted. Records immediately eligible for destruction will not be accepted. Records transfer costs should not exceed the expense of retaining the records in agency space.

Records which are unique to an agency are not listed in the GRS. Departmental Records Officers maintain copies of Records Disposition Authorizations (Forms SA-1) that cover agency records.

Please call the Archives Division, Records Management Branch, at 831-6770 if there are any questions regarding records listed on the GRS.

DATED: Honolulu, Hawaii, this 5th day of December, 1996.

/s/ Sam Callejo
SAM CALLEJO
State Comptroller

Hawaii Revised Statutes 94-3

Comptroller's Authority Regarding Disposal of Records

HRS 94-3 Disposal of government records generally. Each public officer, except public officers of the judiciary, having the care and custody of any government records shall submit to the state comptroller a list of records for disposal, which shall include the name of the office, department, or bureau, the subject of the records for disposal and the inclusive dates of the records. The comptroller shall determine the disposition of the records; stating whether such records should be retained by the office, department, or bureau; be transferred to the public archives, the University of Hawaii, the Hawaiian Historical Society, or other agency; or be destroyed. The comptroller shall have full power of disposal of all records submitted for such purpose. The records of all records disposed of, including lists submitted by the public officers, and the action taken by the comptroller, shall be kept on proper forms, specified by the comptroller, one copy of which shall be filed in the office, department or bureau where the records originated, one copy shall be filed in the office of the attorney general, and the original shall be filed in the public archives. [L 1949, c 65, section 1; RL 1955, section 7-8; am L 1957, c 46 sections 1, 2 and c 152, section 1; am L Sp 1959 2d, c 1, section 12; HRS 94-3; am L 1984, c 258, section 2]

**STATE OF HAWAII
ACCOUNTING & GENERAL SERVICES, ARCHIVES DIVISION
GENERAL RECORDS SCHEDULES**

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GENERAL RECORDS SCHEDULE NO. 1

ADMINISTRATIVE RECORDS

STATE OF HAWAII - ACCOUNTING & GENERAL SERVICES, ARCHIVES DIVISION
ADMINISTRATIVE RECORDS
GENERAL RECORDS SCHEDULE NO. 1

Item	Description of Records	Location	Retention and Disposition
1.1 Committee and Conference Files			
a.	Records of official boards, committees, and advisory bodies. This includes records relating to establishment, organization, membership and policy; and records created by committees including agendas, minutes, final reports, and related records documenting accomplishments.	Operating Department	Retention: Permanent. Disposition: Contact State Archives after 10 years or upon closure of program.
b.	Records of all other committees not included in item 1.1a (such as internal, ad hoc committees).		
(1)	Records relating to establishment, organization, membership and policy.	Operating Department	Retention: 2 years after termination of committee. Disposition: Destroy after cited retention.
(2)	Records created by committees: agendas, minutes and related records.	Operating Department	Retention: 3 years or when not administratively useful, whichever is shorter. Disposition: Destroy after cited retention.
1.2 Official Correspondence			
a.	Policy Making Correspondence	Operating Department / Agency / Division / Office	Retention: Permanent. Disposition: Contact State Archives after 10 years or upon closure of program.
b.	Correspondence files Relating to Distinct or Unique Program Activities.	Operating Department	Retention: 10 years after close of file, or when not administratively useful, whichever is shorter. Disposition: Contact State Archives for historical appraisal. Transfer to State Archives if appraised as historical, otherwise destroy after cited retention.

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ADMINISTRATIVE RECORDS
GENERAL RECORDS SCHEDULE NO. 1

Item	Description of Records	Location	Retention and Disposition
1.3 General (Routine) Correspondence			
a.	Letters of inquiry on routine matters not involving policy decisions or state liability, the answers to which complete the cycle of correspondence (also known as transitory files).	Operating Department	Retention: 1 year after date. Disposition: Destroy after cited retention.
b.	Internal Administration Correspondence - documents office organization, staffing, procedures and internal communications.	Operating Department	Retention: 2 years after date. Disposition: Destroy after cited retention.
c.	"Housekeeping" Correspondence. Thank you letters, congratulations, etc. that do not add any new information to the agency's mission.	Operating Department	Retention: 6 months after date. Disposition: Destroy after cited retention.
d.	Acknowledgement Files. Acknowledgements and transmittals of inquiries and requests that have been referred elsewhere for reply.	Operating Department	Retention: 6 months after acknowledgement and / or referral. Disposition: Destroy after cited retention.
e.	Quasi-official Notices. Memoranda and other papers that do not serve as the basis of official actions, such as notices of holidays or charity fund drives, saving bond campaigns, and similar papers.	Issuing Agency	Retention: Non-permanent. Disposition: Destroy after 3 months or when no longer needed for administrative purposes.
1.4 Duplicate Files of Correspondence (such as reading files, reference files, information files, day files, suspense files, etc.)		Operating Department	Retention: Non-permanent. Disposition: Destroy when not administratively useful.
1.5 Hawaii Administrative Rules			
	Departmental Rules & Regulations	Issuing Agency	Retention: Permanent. Disposition: Transmit copies of current Rules and Regulations as stipulated in HRS 93-3 and 91-5.
		Lt. Governor	Retention: Permanent. Disposition: Serves as record copy. Transfer superseded records to State Archives.
		Other Agencies	Retention: Non-permanent. Disposition: Destroy when not administratively useful.

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GENERAL RECORDS SCHEDULE NO. 1

Item	Description of Records	Location	Retention and Disposition
1.6 Official Memoranda & Circulars	Involving Policy and Procedural determinations (includes Intra-Departmental records and Inter-Departmental records, such as Comptroller Memoranda).	Issuing Agency	Retention: Permanent. Disposition: Retain in agency.
		Other Agencies	Retention: Non-permanent. Disposition: Destroy after superseded.
1.7 Official Directives, Manuals & Handbooks			
a. Governor's Administrative Directives		Governor	Retention: Permanent Disposition: Transfer superseded records to State Archives.
		Other Agencies	Retention: Non-permanent Disposition: Retain until superseded.
b. All other Official Directives, Manuals & Handbooks		Issuing Agency	Retention: Non-permanent. Disposition: Destroy when not administratively useful.
1.8 Attorney General Opinions		Attorney General	Retention: Permanent. Disposition: Retain in office.
		Other Agencies	Retention: Non-permanent. Disposition: Destroy when not administratively useful.
1.9 Risk Management Files	Records such as accident reporting and claim forms (e.g., RMTc, RML-001, RMP-001, RMA-001, or equivalent forms); Liability Claims Reports; Property Loss Reports; automobile inventory reports; and insurance exposure surveys.	Operating Department - Fiscal	Retention: 5 years after close of fiscal year. Disposition: Destroy after cited retention.
		DAGS ASO Risk Management	Retention: 5 years after case closure. Disposition: Destroy after cited retention.
1.10 Release of Liability Forms	Record which absolves the agency from responsibility for any possible injury to a non-employee. (Form used in situations such as when students participate in classes involving physical activity.)	Operating Department	Retention: 4 years from close of record (i.e., end of activity / event). Disposition: Destroy after cited retention.

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ADMINISTRATIVE RECORDS
GENERAL RECORDS SCHEDULE NO. 1

Item	Description of Records	Location	Retention and Disposition
1.11 Administrative Rules: Hearing Records	Records include public notices, agendas, testimony, etc.	Operating Department	Retention: 4 years after the effective date of the adoption, amendment, or repeal of the rule. Disposition: Contact State Archives for historical appraisal. Transfer to State Archives if appraised as historical, otherwise destroy after cited retention.
1.12 Legislative Files	Reports to Legislature and Legislative testimony (including information pertaining to operating, biennium and supplemental budget requests).	Issuing Agency	Retention: 6 years after close of fiscal biennium to which records pertain. Disposition: Destroy after cited retention.
		Budget & Finance (BPPM)	Retention: 6 years after close of fiscal biennium to which records pertain. Disposition: Destroy after cited retention.
		Legislature	Retention: Permanent. Disposition: Transfer one copy to State Archives at the close of the Legislative session.

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GENERAL RECORDS SCHEDULE NO. 1

Item	Description of Records	Location	Retention and Disposition
1.13 Public Relations Files			
	<p>a. Speeches, addresses, and comments.</p> <p>Remarks made at formal ceremonies and during interviews by heads of agencies or their senior assistants concerning the programs of their agencies.</p>	Issuing Agency	<p>Retention: Permanent.</p> <p>Disposition: Contact State Archives when 10 years old or upon closure of program.</p>
	<p>b. News releases.</p> <p>One copy of each prepared statement or announcement issued for distribution to the news media. News releases announce events such as the adoption of new agency programs, termination of old programs, major shifts in policy, and changes in senior agency personnel.</p>	Issuing Agency	<p>Retention: Permanent.</p> <p>Disposition: Contact State Archives when 10 years old or upon closure of program.</p>
	<p>c. Scrapbooks, photographs, articles, program notes and documentation of events sponsored or funded by an agency. Also included are narrative audio, or audiovisual agency histories.</p>	Operating Department	<p>Retention: Permanent if appraised as historical.</p> <p>Disposition: Contact State Archives for historical appraisal. Transfer to State Archives if appraised as historical, otherwise destroy when not administratively useful.</p>
1.14 Organizational Files	Organizational charts, functional statements and related supporting documents (may include reorganization proposals).		
		Operating Department - ASO	<p>Retention: 6 years after superseded.</p> <p>Disposition: Destroy after cited retention.</p>
		Budget & Finance - (BPPM)	<p>Retention: 6 years.</p> <p>Disposition: Destroy after cited retention.</p>
		DHRD	<p>Retention: Non-permanent.</p> <p>Disposition: Destroy when superseded.</p>
		Lt. Governor	<p>Retention: Permanent.</p> <p>Disposition: Transfer to State Archives when superseded.</p>

ACCOUNTING & GENERAL SERVICES, ARCHIVES DIVISION
ADMINISTRATIVE RECORDS
GENERAL RECORDS SCHEDULE NO. 1

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STATE OF HAWAII - ACCOUNTING & GENERAL SERVICES, ARCHIVES DIVISION
ADMINISTRATIVE RECORDS
GENERAL RECORDS SCHEDULE NO. 1

Item	Description of Records	Location	Retention and Disposition
1.19	Finding Aids: Indexes, lists, registers, and other reference guides necessary for efficient use of other records.		
	a. Finding aids for series that have been accessioned by the State Archives.	Operating Department	Retention: Permanent if of historical value. Disposition: Contact State Archives for historical appraisal. Transfer to State Archives if appraised as historical, otherwise destroy when not administratively useful.
	b. All other finding aids.	Operating Department	Retention: Non-permanent. Disposition: Follow retention authorization for record series to which they relate, or destroy when no longer needed for reference.
1.20	Project Working Papers		
	Project background records, such as studies, analysis, notes, drafts, and interim reports.	Operating Department	Retention: Non-permanent. Disposition: Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken.
1.21	Administrative Data Bases		
	Data bases that support administrative or housekeeping functions, containing information derived from hard copy records authorized for destruction by the Comptroller through a General Records Schedule or a SA-1, Record Disposition Authorization, if the hard copy records are maintained in organized files, and hard-copy printouts from these data bases created for short-term administrative purposes.	Operating Department	Retention: Non-permanent. Disposition: Delete information in the data base when no longer needed.

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GENERAL RECORDS SCHEDULE NO. 1

Item	Description of Records	Location	Retention and Disposition
1.22 Electronic Spreadsheets	<p>Spreadsheets that are recorded on electronic media such as hard disks or floppy diskettes:</p> <p>a. When used to produce hard copy which is maintained in organized files.</p> <p>b. When maintained only in electronic form.</p>	<p>Operating Department</p> <p>Operating Department</p>	<p>Retention: Non-permanent.</p> <p>Disposition: Delete when no longer needed to update or produce hard copy.</p> <p>Retention: Non-permanent.</p> <p>Disposition: Delete after the expiration of the retention period authorized for the hard copy. If the electronic version replaces hard copy records with different retention periods, and agency software does not readily permit selective deletion, delete after the longest retention period has expired.</p>
1.23 Word Processing Files	<p>Documents such as letters, messages, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes.</p> <p>a. When used to produce hard copy which is maintained in organized files.</p> <p>b. When maintained only in electronic form, and replacing records that would otherwise be maintained in hard copy providing that the hard copy has been authorized for destruction by the Comptroller through a General Records Schedule or a SA-1, Record Disposition Authorization.</p>	<p>Operating Department</p> <p>Operating Department</p>	<p>Retention: Non-permanent.</p> <p>Disposition: Delete when no longer needed to create a hard copy.</p> <p>Retention: Non-permanent.</p> <p>Disposition: Delete after the expiration of the retention period authorized for the hard copy by a General Records Schedule or a SA-1, Record Disposition Authorization.</p>
1.24 Work Order Requests for Building Repair & Maintenance		Operating Department	<p>Retention: 6 months after requested job is completed.</p> <p>Disposition: Destroy after cited retention.</p>

GENERAL RECORDS SCHEDULE NO. 2

BUDGET PLANNING RECORDS

STATE OF HAWAII - ACCOUNTING & GENERAL SERVICES, ARCHIVES DIVISION
BUDGET PLANNING RECORDS
GENERAL RECORDS SCHEDULE NO. 2

Item	Description of Records	Location	Retention and Disposition
2.1 Budget Development Records	Operating and CIP budget information used in budget planning including records such as: correspondence, supporting narrative and reports including PFPs (Program Financial Plans), Program Memoranda, Program Structure Reviews.	Operating Department - Fiscal section responsible for submitting Department's budget plans. Budget & Finance - (BPPM)	Retention: 6 years after close of fiscal biennium to which records pertain. Disposition: Destroy after cited retention. Retention: 4 years after close of fiscal biennium to which records pertain. Disposition: Destroy after cited retention.
2.2 Budget Execution Records	Operating and CIP budget execution information for each fiscal year including records such as: correspondence, expenditure plan and supporting documents, working papers / worksheets including cost allocations, supporting narrative, variance plans.	Operating Department - Fiscal section responsible for submitting Department's budget plans. Budget & Finance - (BPPM)	Retention: 6 years after close of fiscal biennium to which records pertain. Disposition: Destroy after cited retention. Retention: 4 years after close of fiscal biennium to which records pertain. Disposition: Destroy after cited retention.

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BUDGET PLANNING RECORDS
GENERAL RECORDS SCHEDULE NO. 2

Item	Description of Records	Location	Retention and Disposition
2.3 Grant Records			
	Records regarding grants received by agencies and grants issued by agencies. Records include applications, guidelines, correspondence, reports, etc.		
	a. Grant Application Files - applications, memoranda, correspondence, and other records relating to the decision to accept or reject grant proposals.		
	(1) Unsuccessful (rejected or withdrawn) applications.	Operating Department	Retention: 3 years after rejection or withdrawal. Disposition: Destroy after cited retention.
	(2) Accepted applications.	Operating Department	Retention: Non-permanent. Disposition: Dispose of with related grant case files.
	b. Grant Case Files - Proposals of applications, contracts, project reports, studies, certificates, agreements, memoranda, correspondence, and other records relating to receipt, review, award, evaluation, status and monitoring of grants.	Operating Department	Retention: Federal grants - comply with applicable Federal regulations.* Disposition: Destroy after cited retention.
	*The Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments; Final Rule as published in the <u>Federal Register</u> , March 11, 1988 (53 FR 8034 - 8103, March 11, 1988), known as the federal agencies' grants management common rule, standardizes and codifies the administrative requirements for grants to State and local governments. The final common rule is codified in each agency's portion of the Code of Federal Regulations (CFR). (See Appendix A for a list of Federal agencies and their corresponding CFR citation for the grants management common rule.) Several agencies' rules reflect differences required in statute (e.g., the five-year record retention requirement for the Department of Education programs under the General Education Provision Act). A related regulation is OMB (Office of Management and Budget) Circular A-102, Grants and Cooperative Agreements with State and Local Governments. OMB Circular A-110, sets Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations. It includes a section on retention and access requirements for records.		Retention: Other grants - If audited, 3 years after audit; otherwise 6 years. Disposition: Destroy after cited retention.

GENERAL RECORDS SCHEDULE NO. 3

**ACCOUNTING RECORDS: A - COLLECTION & DEPOSIT; B - APPROPRIATION
& ALLOTMENTS; C - EXPENDITURES; D - ACCOUNTING REPORTS**

STATE OF HAWAII - ACCOUNTING & GENERAL SERVICES, ARCHIVES DIVISION
ACCOUNTING RECORDS: A - COLLECTION & DEPOSIT; B - APPROPRIATION & ALLOTMENTS;
C - EXPENDITURES; D - ACCOUNTING REPORTS
GENERAL RECORDS SCHEDULE NO. 3

Item	Description of Records	Location	Retention and Disposition
3.A-1 Treasury Deposit Receipts (SAF B-13, SAF B-14, or equivalent.)		Office / Operating Department - Fiscal B&F / DAGS Accounting	Retention: 3 years if audited, otherwise 6 years. Disposition: Destroy after cited retention. Retention: 6 years. Disposition: Destroy after cited retention.
3.A-2 Estimated Receipts Input (SAF B-31 or equivalent.)		Office / Operating Department - Fiscal DAGS Accounting	Retention: 3 years if audited, otherwise 6 years. Disposition: Destroy after cited retention. Retention: 6 years. Disposition: Destroy after cited retention.
3.A-3 Cash Receipts (SAF B-24 or equivalent.)		Office / Operating Department - Fiscal	Retention: 3 years if audited, otherwise 6 years. Disposition: Destroy after cited retention.
3.A-4 Sales Journal		Office / Operating Department - Fiscal	Retention: 3 years if audited, otherwise 6 years. Disposition: Destroy after cited retention.
3.A-5 Accounts Receivable Ledgers		Office / Operating Department - Fiscal	Retention: 3 years if audited, otherwise 6 years. Disposition: Destroy after cited retention.
3.A-6 Bill for Collection (SAF B-10 or equivalent.) Invoices billing for supplies, services or repairs provided by agencies.		Office / Operating Department - Fiscal	Retention: 3 years if audited, otherwise 6 years. Disposition: Destroy after cited retention.

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Item	Description of Records	Location	Retention and Disposition
3.A-7 Cash Overage / Shortage		Office / Operating Department - Fiscal DAGS Accounting	Retention: 3 years if audited, otherwise 6 years. Disposition: Destroy after cited retention. Retention: 6 years. Disposition: Destroy after cited retention.
3.A-8 Bank Statements and Related Records This includes: Bank Deposit Slips / Receipts; Check Registers; Passbooks; and Cancelled Checks* (*Does not apply to Checks Issued in Lieu of Warrants under Section 40-51.5, HRS.)		Office / Operating Department - Fiscal	Retention: 3 years if audited, otherwise 6 years. Disposition: Destroy after cited retention.
3.A-9 Application for Investments (SAF A-30 or equivalent.) Used for investment purchases such as Time Certificate of Deposit, Repurchasing Agreement, Treasury Security, etc.		Operating Department - Fiscal B&F / DAGS Accounting	Retention: 3 years if audited, otherwise 6 years. Disposition: Destroy after cited retention. Retention: 6 years. Disposition: Destroy after cited retention.
3.B-1 Appropriation and Budgetary Allocation Forms Includes records such as: Appropriation Warrant (SAF A-01 or equivalent); Unrequired Appropriations to be Lapsed (SAF A-08 or equivalent); Allotment Advice for CIP and Special Purpose Funds (SAF A-15 or equivalent); Request for Allotment/Allotment Advice (SAF A-19 or equivalent); Request for Transfer of Funds (SAF A-21 or equivalent). See: GRS No. 3, Section 3.D for appropriation and allocation reports.		Operating Department - Fiscal B&F DAGS Accounting	Retention: 3 years if audited, otherwise 6 years. Disposition: Destroy after cited retention. Retention: 3 years. Disposition: Destroy after cited retention. Retention: 6 years. Disposition: Destroy after cited retention.

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GENERAL RECORDS SCHEDULE NO. 3

Item	Description of Records	Location	Retention and Disposition
3.C-1 Purchase of Services	This item is not limited to Chapter 42D, HRS.	Operating Department - Fiscal	Retention: 6 years after final payment. Disposition: Destroy after cited retention.
3.C-2 Equipment Maintenance Agreement		Office/ Operating Department - Fiscal	Retention: If audited, 3 years after end of agreement; otherwise 6 years after end of agreement. Disposition: Destroy after cited retention.
3.C-3 Encumbrance Forms and Related Records	<p>a. Contract Input (SAF C-41 or equivalent).</p> <p>b. Requisition for Services or Supplies (SAF C-02 or equivalent); Requisition and Purchase Order (SAF C-03 and SAF C-04, or equivalent); Encumbrance Advice (SAF C-06 or equivalent); Unrequired Contract Encumbrance Advice (SAF C-07 or equivalent); Pre-Audit Correction Slips; Register of Purchase Orders; Vendor Invoices; Invoice List (SAF C-23 or equivalent).</p>	<p>Operating Department - Fiscal</p> <p>DAGS Accounting</p> <p>Operating Department - Fiscal</p> <p>DAGS Accounting</p>	<p>Retention: 3 years after final payment if audited, otherwise 6 years. Disposition: Destroy after cited retention.</p> <p>Retention: 6 years. Disposition: Destroy after cited retention.</p> <p>Retention: 3 years if audited, otherwise 6 years. Disposition: Destroy after cited retention.</p> <p>Retention: 6 years. Disposition: Destroy after cited retention.</p>

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GENERAL RECORDS SCHEDULE NO. 3			
Item	Description of Records	Location	Retention and Disposition

<p>3.C-4 Summary Warrant Voucher - Manual & Supporting Documents</p> <p>(SAF C-08 or equivalent.)</p>	<p>Operating Department - Fiscal</p> <p>DAGS Accounting</p>	<p>Retention: 3 years if audited, otherwise 6 years.</p> <p>Disposition: Destroy after cited retention.</p> <p>Retention: 6 years.</p> <p>Disposition: Destroy after cited retention.</p>
<p>3.C-5 Summary Warrant Voucher - Computer & Supporting Documents</p> <p>(MBP 461 and MBP 462 or equivalent.)</p>	<p>Operating Department - Fiscal</p> <p>DAGS Accounting</p>	<p>Retention: 3 years if audited, otherwise 6 years.</p> <p>Disposition: Destroy after cited retention.</p> <p>Retention: 6 years.</p> <p>Disposition: Destroy after cited retention.</p>

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GENERAL RECORDS SCHEDULE NO. 3

Item	Description of Records	Location	Retention and Disposition
3.C-6	Warrant / Check Issued in Lieu of Warrants: Correction Records		
	This applies to Warrants, authorized by Section 40-51, HRS, and Checks Issued in Lieu of Warrants, authorized by Section 40-51.5, HRS.		
a.	Affidavit Relative to Wrong Warrant / Check Payment.	B&F / DAGS Accounting	Retention: 6 years. Disposition: Destroy after cited retention.
b.	Stop Payment Order (Bank form or equivalent); Stop Payment Notice (SAF C-60 or equivalent); Claim for Lost Check (SAF C-61 or equivalent); Claim for Non-Received Check (SAF C-62 or equivalent); Claim for Void Check (SAF C-63 or equivalent).	Operating Department - Fiscal DAGS Accounting	Retention: 3 years if audited, otherwise 6 years. Disposition: Destroy after cited retention. Retention: 6 years. Disposition: Destroy after cited retention.
c.	Checks Cancelled (SAF C-53 or equivalent).	Operating Department - Fiscal DAGS Accounting	Retention: 3 years if audited, otherwise 6 years. Disposition: Destroy after cited retention. Retention: 6 years. Disposition: Destroy after cited retention.
d.	Cashed Checks of Legislature (SAF C-58 or equivalent).	B&F	Retention: 6 years. Disposition: Destroy after cited retention.

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Item	Description of Records	Location	Retention and Disposition
3.C-7	Assignment of Money By Party to Whom State is Directly Indebted (Pursuant to Section 40-58, HRS.) (SAF Form C-30 or equivalent.)	Operating Department - Fiscal DAGS Accounting	Retention: 3 years if audited, otherwise 6 years. Disposition: Destroy after cited retention. Retention: 6 years. Disposition: Destroy after cited retention.
3.C-8	Petty Cash Records a. Petty Cash Vouchers b. Remittance Advice for Replenishment of Petty Cash Funds c. Request to Create / Change Petty Cash (Imprest) Fund	Office / Operating Department - Fiscal DAGS Accounting Office Office / Operating Department - Fiscal DAGS Accounting DAGS Audit	Retention: 3 years if audited, otherwise 6 years. Disposition: Destroy after cited retention. Retention: 6 years. Disposition: Destroy after cited retention. Retention: 3 years if audited, otherwise 6 years. Disposition: Destroy after cited retention. Retention: 3 years if audited, otherwise 6 years. Disposition: Destroy after cited retention. Retention: 6 years. Disposition: Destroy after cited retention. Retention: Permanent.

STATE OF HAWAII - ACCOUNTING & GENERAL SERVICES, ARCHIVES DIVISION
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C - EXPENDITURES; D - ACCOUNTING REPORTS
GENERAL RECORDS SCHEDULE NO. 3

Item	Description of Records	Location	Retention and Disposition
3.C-9 Travel Approvals and Statements			
a.	Travel (Out-of-State) Approvals	Operating Department - Fiscal / DAGS Accounting	Retention: 3 years if audited, otherwise 6 years. Disposition: Destroy after cited retention.
b.	Statement of Completed Travel (Out-of-State)	Operating Department - Fiscal	Retention: 3 years if audited, otherwise 6 years. Disposition: Destroy after cited retention.
		DAGS Accounting	Retention: 6 years. Disposition: Destroy after cited retention.
c.	Statement of Completed Travel (Intra-State)	Operating Department - Fiscal	Retention: 3 years if audited, otherwise 6 years. Disposition: Destroy after cited retention.
		DAGS Accounting	Retention: 6 years. Disposition: Destroy after cited retention.

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Item	Description of Records	Location	Retention and Disposition
3.C-10 Automobile: Travel Records			
a.	Request for Vehicles & Daily Travel Log (AMD-MP-001 or equivalent); Monthly Travel Log (AMD-MP-002 or equivalent).	Operating Department - Fiscal	Retention: 3 years if audited, otherwise 6 years. Disposition: Destroy after cited retention.
		DAGS Automotive Management	Retention: 6 years. Disposition: Destroy after cited retention.
b.	Monthly Mileage Record for State Owned Vehicles (SAF C-31 or equivalent); Personal Automobile Trip Record (SAF C-32 or equivalent).	Office / Operating Department - Fiscal	Retention: 3 years if audited, otherwise 6 years. Disposition: Destroy after cited retention.
c.	Personal Automobile Mileage Voucher & Supporting Documents (SAF C-33 or equivalent).	Office / Operating Department - Fiscal	Retention: 3 years if audited, otherwise 6 years. Disposition: Destroy after cited retention.
		DAGS Accounting	Retention: 6 years. Disposition: Destroy after cited retention.

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C - EXPENDITURES; D - ACCOUNTING REPORTS
GENERAL RECORDS SCHEDULE NO. 3

Item	Description of Records	Location	Retention and Disposition
3.D-1 FAMIS: Budget Management Reports			
	Budget management reports generated through FAMIS. These reports include: Status of Project Appropriations & Allocations (MBP 435 or equivalent); Departmental Budget by Object of Expenditure (MBP 440 or equivalent); Departmental Budget & Expenditures by Cost Center (MBP 442 or equivalent); Statement of Budget & Expenditures by Program for Operating Accounts (MBP 444 or equivalent); Statement of Budget & Expenditures by Program for Capital Accounts (MBP 445 or equivalent); Statement of Project Revenues, Expenditures & Encumbrances (MBP 470 or equivalent).		
	Month-End	Operating Department - Fiscal / B&F	Retention: Retain to end of quarter. Disposition: Destroy after cited retention.
	Year-End	Operating Department - Fiscal	Retention: 3 years if audited, otherwise 6 years. Disposition: Destroy after cited retention.
		B&F	Retention: 1 year. Disposition: Destroy after cited retention.

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C - EXPENDITURES; D - ACCOUNTING REPORTS
GENERAL RECORDS SCHEDULE NO. 3

Item	Description of Records	Location	Retention and Disposition
3.D-2	FAMIS: Appropriations and Allotments Reports		
	These are appropriations and allotments reports generated through FAMIS.		
a.	Source of Receipt Ledger (MBP 452 or equivalent).	Operating Department - Fiscal	Retention: 3 years if audited, otherwise 6 years.
	Month-End		Disposition: Destroy after cited retention.
		DAGS Accounting	Retention: 6 years.
			Disposition: Destroy after cited retention.
b.	Source of Receipt Ledger Status (MBP 453 or equivalent); Comparison of Receipts by Source (MBP 454 or equivalent).		
	Month-End	Operating Department - Fiscal / DAGS Accounting	Retention: Retain to end of quarter.
			Disposition: Destroy after cited retention.
	Year-End	Operating Department - Fiscal	Retention: 3 years if audited, otherwise 6 years.
			Disposition: Destroy after cited retention.
		DAGS Accounting	Retention: 6 years.
			Disposition: Destroy after cited retention.

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C - EXPENDITURES; D - ACCOUNTING REPORTS
GENERAL RECORDS SCHEDULE NO. 3

Item	Description of Records	Location	Retention and Disposition
3.D-2	FAMIS: Appropriations and Allotments Reports (continued)		
	c. Status of Cash Balances (MBP 477 or equivalent).		
	Month-End	Operating Department - Fiscal	Retention: Retain until reconciled with Departmental records. Disposition: Destroy after cited retention.
		DAGS Accounting	Retention: Retain to end of quarter. Disposition: Destroy after cited retention.
	Year-End	Operating Department - Fiscal	Retention: 3 years if audited, otherwise 6 years. Disposition: Destroy after cited retention.
		DAGS Accounting	Retention: Permanent.

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C - EXPENDITURES; D - ACCOUNTING REPORTS
GENERAL RECORDS SCHEDULE NO. 3

Item	Description of Records	Location	Retention and Disposition
3.D-3	FAMIS: Appropriation & Expenditure Reports		
	These are appropriation & expenditure reports generated through FAMIS. [Note: Summary Warrant Voucher - Computer & Supporting Documents, (MBP 461 and MBP 462 or equivalent), see item 3.C-5.]		
	a. Daily Status of Appropriation & Allotments (MBP 430 or equivalent); Statement of Subsidiary Account Balances (MBP 420 or equivalent).		
	Month-End	Operating Department - Fiscal	Retention: Retain to end of quarter. Disposition: Destroy after cited retention.
		DAGS Accounting	Retention: Retain to end of quarter. Disposition: Destroy after cited retention.
	Year-End	Operating Department - Fiscal	Retention: 3 years if audited, otherwise 6 years. Disposition: Destroy after cited retention.
		DAGS Accounting	Retention: Permanent. Disposition: Permanent. Retain in COM format.

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C - EXPENDITURES; D - ACCOUNTING REPORTS
GENERAL RECORDS SCHEDULE NO. 3

Item	Description of Records	Location	Retention and Disposition
3.D-3 FAMIS: Appropriation & Expenditure Reports (continued)			
	b. Appropriation Symbol Transaction Analysis (MBP 425 or equivalent); Subsidiary Ledger Account Analysis (MBP 422 or equivalent).		
Month-End		Operating Department - Fiscal	Retention: 3 years if audited, otherwise 6 years. Disposition: Destroy after cited retention.
		DAGS Accounting	Retention: Permanent. Disposition: Permanent. Retain in COM format.
	c. Detail of Transactions Posted, (MBP 405 or equivalent).		
Month-End		Operating Department - Fiscal	Retention: Until reconciled with monthly report. Disposition: Destroy after cited retention.
		DAGS Accounting	Retention: Permanent. Disposition: Permanent. Retain in COM format.
	d. Outstanding Encumbrance Report by Department (MBP 490 or equivalent).		
Month-End		Department - Fiscal / DAGS Accounting	Retention: Retain to end of quarter. Disposition: Destroy after cited retention.
Year-End		Operating Department - Fiscal	Retention: 3 years if audited, otherwise 6 years. Disposition: Destroy after cited retention.
		DAGS Accounting	Retention: 6 years. Disposition: Destroy after cited retention.

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GENERAL RECORDS SCHEDULE NO. 3

Item	Description of Records	Location	Retention and Disposition
3.D-4 FAMIS: Data Entry / Input Forms	Includes SAF Forms: A-50, Appropriation Account Code Table Maintenance; A-51, Cost Center Table Maintenance; A-52, Descriptor Table Maintenance; A-53, Transaction Code Decision Table Maintenance; A-54, Vendor Table Maintenance; A-55, Project Control Table Maintenance; A-57, Department Activity Table Maintenance; A-71, Report Request Coding Form; C-12, Payment Coding Input - Vendor Code; C-13, Payment Coding Input - Vendor Name and Address; or equivalent documents.	Operating Department / DAGS Accounting	Retention: Non-permanent. Disposition: Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file, whichever is later.
3.D-5 FAMIS: Batching Documents and Related Documents	a. Batch Slips (SAF A-47, Batch Slip, or equivalent documents). b. Control Logs Includes SAF Forms: A-42, Batch Control Log; A-43, Input Agency Batch Control Log; A-44, Voucher Batch Control Log; A-45, Agency Contract Encumbrance Log; A-46, Table Maintenance Input/Output Control Log; or equivalent documents.	Operating Department / DAGS Accounting Operating Department / DAGS Accounting	Retention: Non-permanent. Disposition: Retain with related documents. Retention: Non-permanent. Disposition: Destroy when not administratively useful.
3.D-6 Journal Voucher and supporting documents (SAF A-27 or equivalent).		Operating Department - Fiscal DAGS Accounting	Retention: 3 years if audited, otherwise 6 years. Disposition: Destroy after cited retention. Retention: 6 years. Disposition: Destroy after cited retention.
3.D-7 Universal Input Form (SAF A-28 or equivalent).		Operating Department - Fiscal DAGS Accounting	Retention: 3 years if audited, otherwise 6 years. Disposition: Destroy after cited retention. Retention: 6 years. Disposition: Destroy after cited retention.

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Item	Description of Records	Location	Retention and Disposition
3.D-8 Agency Internal Journal Entry and supporting documents (SAF A-20 or equivalent).		Office / Operating Department - Fiscal	Retention: 3 years if audited, otherwise 6 years. Disposition: Destroy after cited retention.
3.D-9 General Ledgers (Noncomputerized)		Operating Department - Fiscal DAGS Accounting	Retention: 3 years if audited, otherwise 6 years. Disposition: Destroy after cited retention. Retention: Permanent. Disposition: May microfilm and destroy originals after microfilming.
3.D-10 Audit Reports		Operating Department - Fiscal DAGS Audit	Retention: 6 years. Disposition: Destroy after cited retention. Retention: Permanent. Disposition: Transfer to State Archives when infrequently referenced.
3.D-11 Certificates of Destruction of Bonds and Interest Coupons		B&F / DAGS Audit	Retention: 10 years. Disposition: Destroy after cited retention.
3.D-12 Accounts for Securities Held in Safekeeping after Return		Operating Department - Fiscal B&F	Retention: 3 years if audited, otherwise 6 years. Disposition: Destroy after cited retention. Retention: 6 years. Disposition: Destroy after cited retention.

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Item	Description of Records	Location	Retention and Disposition
3.D-13	Capital Improvement Projects (CIP): Appropriation & Expenditure Reports		
	<p>These monthly, quarterly and annual reports are generated by DAGS Accounting to provide information on financial status of Capital Improvement Projects.</p> <p>Reports are generated to satisfy the administrative needs of specific users. Examples: the MBF 360, "Detail Statement of Appropriations, Allotments and Expenditures By User Agency" is only used by DAGS and B&F, while the MBF 310, "Capital Project Fund By Departments - Detail" is referenced by those departments that receive CIP funds.</p> <p>The reports include: MBF 110; MBF 120; MBF 300; MBF 300S; MBF 310; MBF 310S; MBF 320; MBF 320S; MBF 330; MBF 330S; MBF 360; MBF 360S; MBF 610; MBF 610S; and all other equivalent reports.</p>		
Monthly		Operating Department	Retention: Non-permanent. Disposition: Destroy when not administratively useful.
		DAGS Accounting	Retention: Non-permanent. Disposition: Destroy when not administratively useful.
		Operating Department	Retention: Non-permanent. Disposition: Destroy when not administratively useful.
		DAGS Accounting	Retention: 1st, 2nd, 3rd quarter reports - Non-permanent. Disposition: Destroy when not administratively useful. Retention: 4th quarter report (June 30 report) / annual report - 6 years. Disposition: Destroy after cited retention.

GENERAL RECORDS SCHEDULE NO. 4

ACCOUNTING: PAYROLL RECORDS

STATE OF HAWAII - ACCOUNTING & GENERAL SERVICES, ARCHIVES DIVISION
ACCOUNTING: PAYROLL RECORDS
GENERAL RECORDS SCHEDULE NO. 4

Item	Description of Records	Location	Retention and Disposition
4.1 Payroll Registers			
	Record series includes: Payroll Register (PRW 241, SAF D-95 or equivalent); Payroll Assignment Register (PRD 401 or equivalent); Employer's Share of Contribution Assessment Register (PRE 314 or equivalent).	Operating Department - Fiscal DAGS Accounting	Retention: 1 year. Disposition: Destroy after cited retention. Retention: 6 years. Disposition: Destroy after cited retention.
4.2 Payroll Change Schedule			
	(SAF D-94 or equivalent).	Operating Department - Fiscal DAGS Accounting	Retention: 3 years if audited, otherwise 6 years. Disposition: Destroy after cited retention. Retention: 6 years. Disposition: Destroy after cited retention.
4.3 Payroll Expenditure Distribution Summary Sheet			
	(PRE 323 or equivalent).	Operating Department - Fiscal DAGS Accounting	Retention: 3 years. Disposition: Destroy after cited retention. Retention: 6 years. Disposition: Destroy after cited retention.

ACCOUNTING & GENERAL SERVICES, ARCHIVES DIVISION
ACCOUNTING: PAYROLL RECORDS
GENERAL RECORDS SCHEDULE NO. 4

Item	Description of Records	Location	Retention and Disposition
4.4 Notification of Personnel Action (DPS-5, SF-5A, SF-5B, or equivalent).		Operating Department - Personnel	Retention and Disposition: See GRS 5 Item 5.13.
		ERS	Retention: Retain until input verified. Disposition: Destroy after cited retention.
		DAGS Accounting	Retention: 6 years. Disposition: Retain at agency for 2 years, then transfer to State Records Center. Destroy after cited retention.
4.5 Notification of Temporary Assignment (DPS-10 or equivalent).		Operating Department - Personnel	Retention: 30 years after termination of employment. Disposition: Retain in employee Official Personnel Folder (OPF).
		DAGS Accounting	Retention: 6 years. Disposition: Destroy after cited retention.
4.6 Federal & State Withholding Exemptions (W-4, HW-4 or equivalent).		Operating Department - Personnel	Retention: Non-permanent. Disposition: Destroy when superseded. Destroy last record upon termination of employment.
4.7 Advance Payment of Earned Income Credit (W-5 or equivalent).		Operating Department - Fiscal	Retention: Non-permanent. Disposition: Destroy when superseded.
4.8 Statement of Fees & Benefits: Non-employee (IRS Form 1096, 1099 or equivalent).		Operating Department - Fiscal	Retention: 4 years. Disposition: Destroy after cited retention.

STATE OF HAWAII - ACCOUNTING & GENERAL SERVICES, ARCHIVES DIVISION
ACCOUNTING: PAYROLL RECORDS
GENERAL RECORDS SCHEDULE NO. 4

Item	Description of Records	Location	Retention and Disposition
4.9 Listing of W-2 & HW-2 Recipients		Operating Department - Fiscal	Retention: 4 years. Disposition: Destroy after cited retention.
		DAGS Accounting/ Legislature - Accounting	Retention: 10 years. Disposition: Destroy after cited retention.
4.10 Payroll Assignments	These include: Salary Assignment/Cancellation (SAF D-60 or equivalent); Motor Vehicle Insurance (SAF D-62 or equivalent); Medical Plan (SAF D-63, D-66, or equivalent); Premium Conversion Plan (SAF D-67 or equivalent); Savings Bond Payroll Authorization (SBD-1931 or equivalent); Deferred Compensation Plan.	Operating Department - Personnel	Retention: Non-permanent. Disposition: Destroy when superseded. Destroy last record upon termination of employment. For Premium Conversion Plan Forms, see GRS 5 Item 5.28.
		DAGS Accounting	Retention: 40 years. Disposition: Destroy after cited retention.
4.11 Time Sheets	These include: Individual (SAF D-55 or equivalent); Organizational (SAF D-56 or equivalent); Sick Pay Status Change (SAF D-52).	Operating Department - Fiscal	Retention: 3 years if audited, otherwise 6 years. Disposition: Destroy after cited retention.
		DAGS Accounting	Retention: 6 years. Disposition: Destroy after cited retention.
4.12 Premium Pay Records	These include: Premium Pay Attendance Sheets; Overtime Authorization - Election of Compensatory Time-Off and/or Compensation in Cash; Certification for Compensation.	Operating Department - Fiscal	Retention: 3 years if audited, otherwise 6 years. Disposition: Destroy after cited retention.
4.13 Payroll Adjustment Forms	These include: Notification for Payroll Adjustment (SAF D-70 or equivalent); Employer's Share of Contribution Adjustment Sheet (SAF D-71 or equivalent).	Operating Department - Fiscal	Retention: 3 years if audited, otherwise 6 years. Disposition: Destroy after cited retention.
		DAGS Accounting	Retention: 6 years. Disposition: Destroy after cited retention.

STATE OF HAWAII - ACCOUNTING & GENERAL SERVICES, ARCHIVES DIVISION
ACCOUNTING: PAYROLL RECORDS
GENERAL RECORDS SCHEDULE NO. 4

Item	Description of Records	Location	Retention and Disposition
4.14 Stop Payment for Payroll (SAF D-51 or equivalent).		Operating Department - Fiscal DAGS Accounting	Retention: 3 years if audited, otherwise 6 years. Disposition: Destroy after cited retention. Retention: 6 years. Disposition: Destroy after cited retention.
4.15 Daily Cycle Reports These include: Payroll Daily Transactions List (PRA 012 or equivalent); Deleted Unmatched Transactions (PRA 02A2 or equivalent); Daily Pay Authorization & Control (PRA 051 or equivalent); Payroll Batch Control (PRA 052 or equivalent); Edit & Validation Error (PRA 053 or equivalent); Gross Pay Control (PRA 057 or equivalent); Payroll Master Inquiries (PRA 071 or equivalent).		Operating Department - Fiscal / DAGS Accounting	Retention: 30 days after close of payroll period covered. Disposition: Destroy after cited retention.
4.16 Payroll Transaction Register		Operating Department - Fiscal DAGS Accounting	Retention: 30 days after close of payroll period covered. Disposition: Destroy after cited retention. Retention: 6 years. Disposition: Destroy after cited retention.
4.17 Payroll Labor Distribution (PRW 231 or equivalent).		DLIR DAGS Accounting	Retention: 30 days after close of payroll period covered. Disposition: Destroy after cited retention. Retention: 6 years. Disposition: Destroy after cited retention.

STATE OF HAWAII - ACCOUNTING & GENERAL SERVICES, ARCHIVES DIVISION
ACCOUNTING: PAYROLL RECORDS
GENERAL RECORDS SCHEDULE NO. 4

Item	Description of Records	Location	Retention and Disposition
4.18 Payroll Expenditure Distribution (PRE 315 or equivalent).		Operating Department - Fiscal DAGS Accounting	Retention: 30 days after close of payroll period covered. Disposition: Destroy after cited retention. Retention: 6 years. Disposition: Destroy after cited retention.
4.19 Expenditure Report for Personnel Services (PRE 321 or equivalent).		Operating Department - Fiscal DAGS Accounting	Retention: 30 days after close of payroll period covered. Disposition: Destroy after cited retention. Retention: 6 years. Disposition: Destroy after cited retention.

GENERAL RECORDS SCHEDULE NO. 5

PERSONNEL RECORDS

STATE OF HAWAII - ACCOUNTING & GENERAL SERVICES, ARCHIVES DIVISION
PERSONNEL RECORDS
GENERAL RECORDS SCHEDULE NO. 5

Item	Description of Records	Location	Retention and Disposition
5.1 Class Specifications	Standards determining title, series and grade based on duties, responsibilities & qualifications.	Operating Department - Personnel DHRD	Retention: Non-permanent. Disposition: Destroy when superseded or abolished. Retention: Permanent. Disposition: Retain in office.
5.2 Position Descriptions	Describes authorized duties and responsibilities for an approved position and shows classification action taken.	Operating Department - Personnel DHRD	Retention: 1 year after position description is superceded or position is abolished. Disposition: Destroy after cited retention. Retain current & two superseded + 6 years. Disposition: Destroy fourth oldest as long as previous position description is retained for 6 years.
5.3 Classification & Pricing Appeal Records		Operating Department - Personnel DHRD	Retention: 2 years after posting to permanent record. Disposition: Destroy after cited retention. Retention: Permanent. Disposition: Retain in office.
5.4 Job Announcements	Includes qualifications and duties for positions in State service open for hire or to create/supplement a register.	Operating Department - Personnel / DHRD	Retention: 2 years from date of record creation or personnel action involved or final disposition of charges, whichever occurs later. Disposition: Destroy after cited retention.

STATE OF HAWAII - ACCOUNTING & GENERAL SERVICES, ARCHIVES DIVISION PERSONNEL RECORDS GENERAL RECORDS SCHEDULE NO. 5			
Item	Description of Records	Location	Retention and Disposition
5.5 Application for Civil Service Position (DPS 315 or equivalent). Contains original application for employment and may include resumes, transcripts, professional licenses, etc. a. If applicant is hired. b. If applicant is not hired.	Operating Department - Personnel DHRD & Departments with delegation of authority to recruit on their own	Retention: 2 years from date of record creation or personnel action involved or until termination of employment, whichever occurs later. Disposition: Destroy after cited retention. Retention: 2 years from date of record creation or final disposition of charges, whichever occurs later. Disposition: Destroy after cited retention.	
5.6 Application Data Survey Form (ADSF) (HRD 330 or equivalent).	DHRD & Departments with delegation of authority to recruit on their own.	Retention: 2 years from date of record creation or final disposition of charges, whichever occurs later. Disposition: Destroy after cited retention.	
5.7 Certification of Eligibles (DPS 305 or equivalent).	DHRD & Departments with delegation of authority to certify.	Retention: 2 years from date of record creation or personnel action involved or final disposition of charges, whichever occurs later. Disposition: Destroy after cited retention.	
5.8 List of Direct Hire Candidates (DPS 392 or equivalent).	Operating Department - Personnel	Retention: 2 years from date of record creation or personnel action involved or final disposition of charges, whichever occurs later. Disposition: Destroy after cited retention.	

STATE OF HAWAII - ACCOUNTING & GENERAL SERVICES, ARCHIVES DIVISION
PERSONNEL RECORDS
GENERAL RECORDS SCHEDULE NO. 5

Item	Description of Records	Location	Retention and Disposition
5.9 Notification of Direct Hire Appointment (DPS 391 or equivalent).		Operating Department - Personnel / DHRD	Retention: 2 years from date of record creation or personnel action involved or final disposition of charges, whichever occurs later. Disposition: Destroy after cited retention.
5.10 Employee Selection Records: Civil Service Employees Records such as interview questions, applicant evaluation records, employees medical evaluation form (SF-4 or OccuMed medical form).		Operating Department - Personnel	Retention: 2 years from date of record creation or personnel action involved or final disposition of charges, whichever occurs later. Disposition: Destroy after cited retention.
5.11 Request for Criminal History Record Clearance		Operating Department - Personnel / DHRD	Retention: 2 years from date of record creation or personnel action involved or final disposition of charges, whichever occurs later. Disposition: Destroy after cited retention.
5.12 Employment Eligibility Verification (Form I-9 or equivalent). Required of all employee hired on or after 11/6/86.		Operating Department - Personnel	Retention: 3 years from date of hire or 1 year after termination of employee, whichever is later. Disposition: Destroy after cited retention.
5.13 Notification of Personnel Action (DPS 5 or equivalent) & Supporting Documentation (DPS 300, 302, etc.) a. Employees in the following types of appointments eligible for membership in the ERS: probationary, permanent, LTA, TAOL, provisional and exempt. b. Employees in the following types of appointments: emergency appointments, student helpers / interns; members of boards and commissions, SCET and other non-qualifying types.		Operating Department - Personnel	Retention: 30 years after termination of employment. Disposition: Retain in employee Official Personnel Folder. Retention: 3 years after termination of employment. Disposition: Destroy after cited retention.

STATE OF HAWAII - ACCOUNTING & GENERAL SERVICES, ARCHIVES DIVISION
PERSONNEL RECORDS
GENERAL RECORDS SCHEDULE NO. 5

Item	Description of Records	Location	Retention and Disposition
5.14 Request for Appointment Approval	Includes records such as: HRD 315A, Application for Non-Competitive Appointment; DPS 320, Request for Temporary Appointment; DPS 320B, Extension of Emergency Appointment (delegated); DPS 320C, Extension of Limited Term Appointments and Temporary Appointments Outside the List (delegated); DPS 320C1, Request for Approval of Extended Emergency Appointment; DPS 320D, Extension of Temporary Appointment Outside of the List (delegated - DOH C/S); DPS 320E, Extension of Temporary Appointment Outside the List (delegated - DHS) or equivalents.	Operating Department - Personnel	Retention: 2 years from date of record creation or personnel action involved or until termination of employment, whichever occurs later. Disposition: Destroy after cited retention.
5.15 Official Personnel Folder (OPF)	<p>a. For employee in the following types of appointments eligible for membership in the ERS: probationary, permanent, LTA, TAOL, provisional and exempt.</p> <p>b. For employee in the following types of appointments ineligible for membership in the ERS: emergency, student helper / intern, member of boards and commissions, SCET and other non-qualifying types (e.g., casual hires).</p>	<p>Operating Department - Personnel</p> <p>Operating Department - Personnel</p>	<p>Retention: 30 years after termination of employee.</p> <p>Disposition: Retain at agency 3 years after termination; purge; then transfer to State Records Center for remaining 27 years; destroy.</p> <p>Retention: 3 years after termination of employment.</p> <p>Disposition: Destroy after cited retention.</p>
5.16 OPF for Transferred Employee		Operating Department - Personnel	<p>Retention: Retain until transferred.</p> <p>Disposition: Forward OPF to gaining Operating Department - Personnel.</p>
5.17 Supervisor's Informational Personnel File & Duplicate OPF Documents	May contain same information filed in the departmental OPF. Retained for informational purposes only.	Office	<p>Retention: Non-permanent.</p> <p>Disposition: Review annually; destroy superseded or obsolete documents relating to an individual employee. Destroy entire file upon termination.</p>

STATE OF HAWAII - ACCOUNTING & GENERAL SERVICES, ARCHIVES DIVISION PERSONNEL RECORDS GENERAL RECORDS SCHEDULE NO. 5			
Item	Description of Records	Location	Retention and Disposition
5.18 Employee Performance Appraisal	Periodic rating of employee's performance. Includes: Performance Appraisal System (PAS) (3/96) forms - HRD 526, 527, 528, 529; Original PAS (7/93) forms - DPS 522, 523, 523A, 524; Job Performance Report (JPR) (2/70) form 107-B; or equivalent forms.	Operating Department - Personnel	Retention: 10 years. Disposition: Retain last 10 years in Official Personnel Folder (OPF).
5.19 Work Schedules	Records such as Leave sign-up sheets / schedule; Work assignment schedules; Work rotation schedules; or equivalent records.	Office	Retention: 4 years. Disposition: Destroy after cited retention.
5.20 Application for Leave of Absence	(Form G-1 or equivalent). a. With Pay b. Without Pay	Operating Department - Personnel Operating Department - Personnel	Retention: 3 years if audited, otherwise 6 years. Disposition: Destroy after cited retention. Do not file G-1s for paid leave in Official Personnel Folder. Retention: 6 years. Disposition: Retain last 6 years in Official Personnel Folder (OPF).
5.21 Attendance & Leave Record Card	(Form DPS-7 or equivalent).	Operating Department - Personnel	Retention: 6 years. Disposition: Retain last 6 years in Official Personnel Folder (OPF).
5.22 Application for Transfer of Vacation & Sick Leave	(Form G-2 or equivalent). Prepared when employee transfers from one agency to another or upon termination to support payment of leave earned.	Operating Department - Personnel DAGS Accounting	Retention: Non-Permanent. Disposition: Retain until superseded. File in Official Personnel Folder (OPF). Retention: 6 years. Disposition: Destroy after cited retention.
5.23 Leave Sharing Program Records	Donation of Leave.	Operating Department - Personnel	Retention: 6 years. Disposition: Destroy after cited retention.

STATE OF HAWAII - ACCOUNTING & GENERAL SERVICES, ARCHIVES DIVISION
PERSONNEL RECORDS
GENERAL RECORDS SCHEDULE NO. 5

Item	Description of Records	Location	Retention and Disposition
5.24 Notification of Temporary Assignment (DPS Form 10 or equivalent). Note: Cross-listed in Payroll Records, GRS 4, Item 4.5		Operating Department - Personnel DAGS Accounting	Retention: 30 years after termination of employee. Disposition: Retain in the employee OPF. Retention: 6 years. Disposition: Destroy after cited retention.
5.25 Grievance Files (Except EEO Complaints)		Operating Department - Personnel / DHRD	Retention: 4 years after case is closed, or longer, if needed for administrative purposes . Disposition: Retain at agency until retention requirement is met, then destroy.
5.26 Discrimination Files (EEO Complaints)		Operating Department - Personnel / DHRD	Retention: 3 years after case is closed. Disposition: Destroy after cited retention.
5.27 Medical and Insurance Benefits Enrollment Forms and Supporting Documents (including E-1, N-1, N-2, Enrollment Application - Medicare Supplement Plan, Foster Child Statement, Changes to Employee's Data on File, or equivalents).		Health Fund Operating Department - Personnel	Retention: 8 years after termination of employment or death. Disposition: Destroy after cited retention. Retention: Non-permanent. Disposition: Destroy when superseded. Destroy last record upon termination of employment.
5.28 Premium Conversion Plan Forms a. Premium Conversion Plan-Benefit Election Form (SAF D-67 or equivalent) b. Election Change Form (PCP-2 or equivalent)		Operating Department - Personnel Operating Department - Personnel / DHRD	Retention: 7 years from the making of the record. Disposition: Destroy after cited retention. Retention: 7 years from the making of the record. Disposition: Destroy after cited retention.

STATE OF HAWAII - ACCOUNTING & GENERAL SERVICES, ARCHIVES DIVISION
PERSONNEL RECORDS
GENERAL RECORDS SCHEDULE NO. 5

Item	Description of Records	Location	Retention and Disposition
5.29 Request for Approval of Out-Service Training (OSTR, Form 411)	As a substitute for Form 411, departments may retain a computer report generated through the DHRD class registration system or an equivalent record. Such report shall include a course description.	Operating Department - Personnel	Retention: 2 years from date of record creation or personnel action involved or until termination of employment, whichever occurs later. Disposition: Retain in employee OPF 2 years from date of record creation or personnel action involved or until termination of employment, whichever occurs later, then destroy.
5.30 DHRD Sponsored Classes Registration Forms	As a substitute for Form 410, departments may retain a computer report generated through the DHRD class registration system or an equivalent record.	Operating Department - Personnel	Retention: 2 years from date of record creation or personnel action involved or until termination of employment, whichever occurs later. Disposition: Retain in employee OPF 2 years from date of record creation or personnel action involved or until termination of employment, whichever occurs later, then destroy.

STATE OF HAWAII - ACCOUNTING & GENERAL SERVICES, ARCHIVES DIVISION
PERSONNEL RECORDS
GENERAL RECORDS SCHEDULE NO. 5

Item	Description of Records	Location	Retention and Disposition
5.31 OSHA Forms			
a.	Log & Summary of Occupational Injuries and Illnesses (OSHA No. 200 or equivalent); Supplementary Record of Occupational Injuries and Illnesses (OSHA No. 101, WC-1, or equivalent).	Worksite	<p>Retention: 5 years following end of calendar year to which they relate.</p> <p>Disposition: Must be available at worksite. If centralized data processing equipment is used to compile and maintain log, sufficient information must be entered and available at central office no later than 6 working days after notification of incident. A copy of the log, current up to 45 days must be at the worksite, reflecting that establishment <u>only</u>.</p> <p>Summary portion of the log must be completed, signed and posted in the month of February.</p> <p>Must be maintained (updated, if necessary) for 5 years. Destroy after 5 years.</p>
b.	Annual Occupational Injuries and Illnesses Survey (OSHA No. 200-S or equivalent). (Employers are selected for survey.)	Worksite	<p>Retention: 5 years following end of calendar year to which they relate.</p> <p>Disposition: Destroy after cited retention.</p>

STATE OF HAWAII - ACCOUNTING & GENERAL SERVICES, ARCHIVES DIVISION
PERSONNEL RECORDS
GENERAL RECORDS SCHEDULE NO. 5

Item	Description of Records	Location	Retention and Disposition
5.32 Workers' Compensation Records			
	<p>Records may include:</p> <p>Employer's Report on Industrial Industry (WC-1 or equivalent);</p> <p>Physician's Report and Billing (WC-2 or equivalent);</p> <p>Carrier Case Report (WC-3 or equivalent);</p> <p>Employee's Claim for Compensation (WC-5 or equivalent);</p> <p>Notice of Hearing (WC-7 or equivalent);</p> <p>Employee's Incident Report of Individual Accident and Injury;</p> <p>Time-off for Treatment of Industrial Injury (DPS T&S 412 or equivalent);</p> <p>Accident Report (DPS T&S 414 or equivalent);</p> <p>Leave Record (DPS Form 7 or equivalent);</p> <p>Notification of Election of Compensation for Industrial Injury (NECII or equivalent);</p> <p>Employee's Wage Report for Fifty-Two Weeks Prior to Date of Injury ; and equivalents.</p> <p>Retention authority: HRS 386-89(c) - This statute allows for the re-opening of cases any time prior to eight years after date of the last payment of compensation. It became effective on June 12, 1985, the date the Governor signed Act 296, SLH of 1985. Prior to the passage of this law, HRS 386-89(c) allowed the re-opening of cases any time prior to ten years after date of the last payment of compensation.</p>	<p>DHRD State Workers Compensation Division / agencies delegated authority to maintain W.C. records (e.g., University of Hawaii)</p> <p>DLIR Disability Compensation Div.</p> <p>DAGS Accounting</p>	<p>Retention: 8 years from last payment of compensation, for injuries occurring 6-12-85 or later. OR 10 years from last payment of compensation, for injuries occurring prior to 6-12-85.</p> <p>Disposition: Destroy after cited retention.</p> <p>Retention: 30 years after case is closed.</p> <p>Disposition: Retain at agency for 8 years; transfer to State Records Center for remainder of authorized retention.</p> <p>Retention: 6 years after final payment on claim.</p> <p>Disposition: Destroy after cited retention.</p>
5.33 Records Relating to Incentive and Service Awards Programs (Including suggestion awards programs)		Operating Department - Personnel	<p>Retention: 5 years.</p> <p>Disposition: Retain last 5 years in Official Personnel Folder (OPF).</p>

GENERAL RECORDS SCHEDULE NO. 6

PROCUREMENT AND PROPERTY MANAGEMENT RECORDS

STATE OF HAWAII - ACCOUNTING & GENERAL SERVICES, ARCHIVES DIVISION
PROCUREMENT AND PROPERTY MANAGEMENT RECORDS
GENERAL RECORDS SCHEDULE NO. 6

Item	Description of Records	Location	Retention and Disposition
6.1 Procurement Project Files	This applies to: Invitation for Bid; Request for Proposal (RFP); and Procurement of Professional Services by List methods.	Operating Department / State Procurement Office	Retention: 6 years after completion of contract. Disposition: Destroy after cited retention.
6.2 Sole Source Records	These Include: Request for Sole Source (SPO Form-1); Notice of Sole Source (SPO Form-1A); Contract Document; Notice of Amendment to Sole Source Contract (SPO Form 1-B); or equivalent documents.	Operating Department State Procurement Office	Retention: 6 years after completion of contract. Disposition: Destroy after cited retention. Retention: 6 years after approval. Disposition: Destroy after cited retention.
6.3 Request for Emergency Procurement	(SPO Form-2 or equivalent).	Operating Department State Procurement Office	Retention: 6 years after completion of contract. Disposition: Destroy after cited retention. Retention: 6 years after approval. Disposition: Destroy after cited retention.
6.4 Request for Extension of Contract Time	(SPO Form-3 or equivalent).	Operating Department State Procurement Office	Retention: 6 years after completion of contract. Disposition: Destroy after cited retention. Retention: 6 years after approval. Disposition: Destroy after cited retention.

STATE OF HAWAII - ACCOUNTING & GENERAL SERVICES, ARCHIVES DIVISION
PROCUREMENT AND PROPERTY MANAGEMENT RECORDS
GENERAL RECORDS SCHEDULE NO. 6

Item	Description of Records	Location	Retention and Disposition
6.5 Request for Authorization to Purchase Outside of State Procurement Office Price List (SPO Form-5 or equivalent).		Operating Department State Procurement Office	Retention: 6 years after completion of contract. Disposition: Destroy after cited retention. Retention: 6 years after approval. Disposition: Destroy after cited retention.
6.6 Request for Exemption from Chapter 103D, HRS (SPO Form-7 or equivalent).		Operating Department State Procurement Office	Retention: 6 years after completion of contract. Disposition: Destroy after cited retention. Retention: 6 years after approval. Disposition: Destroy after cited retention.
6.7 Request for Restrictive Specifications		Operating Department State Procurement Office	Retention: 6 years after completion of contract. Disposition: Destroy after cited retention. Retention: 6 years after approval. Disposition: Destroy after cited retention.
6.8 Request for After-the-fact Payment Approval Pursuant to 3-131-6, HAR		Operating Department State Procurement Office	Retention: 6 years after completion of contract. Disposition: Destroy after cited retention. Retention: 6 years after approval. Disposition: Destroy after cited retention.

STATE OF HAWAII - ACCOUNTING & GENERAL SERVICES, ARCHIVES DIVISION
PROCUREMENT AND PROPERTY MANAGEMENT RECORDS
GENERAL RECORDS SCHEDULE NO. 6

Item	Description of Records	Location	Retention and Disposition
6.9 Property Inventory Reports			
	These include:		
	Inventory of Materials & Supplies (AGS-16 or equivalent);	Office / Operating Department - Fiscal, Property Management	Retention: 3 years if audited, otherwise 6 years.
	Detail Inventory of Property (AGS-17A or equivalent);		Disposition: Destroy after cited retention.
	Annual Summary of Inventories Report (AGS-17B or equivalent);	State Procurement Office: Inventory Management Office	Retention: 6 years.
	Transfer of Property (AGS-18 or equivalent);		Disposition: Destroy after cited retention.
	Certificate of Disposal (AGS-34 or equivalent);		
	Annual Inventory Report of Property (MDB 020 or equivalent).		
6.10 Detail Inventory of Property			
	(MDB 033 or equivalent).	Office / Operating Department - Fiscal, Property Management	Retention: 3 years.
			Disposition: Destroy after cited retention.
		State Procurement Office: Inventory Management Office	Retention: 6 years.
			Disposition: Destroy after cited retention.
6.11 Inventory Transaction Register			
	(MDB 012 or equivalent).	Office / Operating Department - Fiscal, Property Management	Retention: 3 years.
			Disposition: Destroy after cited retention.
		State Procurement Office: Inventory Management Office	Retention: 6 years.
			Disposition: Destroy after cited retention.
6.12 Inventory Change Register			
	(MDB 042 or equivalent).	Office / Operating Department - Fiscal, Property Management	Retention: 3 years.
			Disposition: Destroy after cited retention.
6.13 Detail Inventory Reports			
	These include:	Office	Retention: Non-permanent.
	Detail Inventory Report by Decal Number Sequence (MDB 050);		Disposition: Destroy when not administratively useful.
	Detail Inventory Report of Selected Item Classification Codes (MDB 070);		
	Detail Inventory Report of Selected Carrying Values (MDB 072); or equivalent reports.		

STATE OF HAWAII - ACCOUNTING & GENERAL SERVICES, ARCHIVES DIVISION
PROCUREMENT AND PROPERTY MANAGEMENT RECORDS
GENERAL RECORDS SCHEDULE NO. 6

Item	Description of Records	Location	Retention and Disposition
6.14 Maintenance Record	Records documenting the service, repair, and inspection of equipment.	Office	Retention: Life of equipment Disposition: Destroy after cited retention.

GENERAL RECORDS SCHEDULE NO. 7

RECORDS MANAGEMENT

STATE OF HAWAII - ACCOUNTING & GENERAL SERVICES, ARCHIVES DIVISION
RECORDS MANAGEMENT
GENERAL RECORDS SCHEDULE NO. 7

Item	Description of Records	Location	Retention and Disposition
7.1 General Record Schedules		Departmental Records Officer / Office	Retention: Non-permanent. Disposition: Destroy when superseded or revised.
		DAGS Archives	Retention: Permanent. Disposition: Retain in office. May be microfilmed. Originals may be destroyed after microfilming.
7.2 Request for Records Destruction & Records Retention/Disposition Schedule (SA-1 or equivalent and supporting documents including Records Inventory Worksheet, SA-2 or equivalent.).		Office / Departmental Records Officer / Attorney General	Retention: Non-permanent. Disposition: Retain SA-1 until superseded or revised. Supporting documents may be destroyed when not administratively useful.
		DAGS Archives	Retention: Permanent. Disposition: Retain in office. May be microfilmed. Originals may be destroyed after microfilming.
7.3 Records Transfer/Storage List (SA-3 or equivalent). Used when transferring records for storage to the DAGS, Archives Division, Records Management Branch, State Records Center or for sending records to the Records Management Branch's Microfilming Section.		Departmental Records Officer / Office	Retention: 3 years after records are destroyed. Disposition: Destroy after cited retention.
		DAGS Archives	Retention: Permanent. Disposition: Retain in office. May be microfilmed. Originals may be destroyed after microfilming.
7.4 Report of Records Destruction (SA-4 or equivalent). Used by departments to report records on approved retention/disposition schedules that are destroyed (under agency control).		Departmental Records Officer / Office	Retention: 3 years after records are destroyed. Disposition: Destroy after cited retention.
		DAGS Archives	Retention: Permanent. Disposition: Retain in office. May be microfilmed. Originals may be destroyed after microfilming.

STATE OF HAWAII - ACCOUNTING & GENERAL SERVICES, ARCHIVES DIVISION
RECORDS MANAGEMENT
GENERAL RECORDS SCHEDULE NO. 7

Item	Description of Records	Location	Retention and Disposition
7.5 Notification for Records Destruction			
	(SA-5 or equivalent).	Departmental Records Officer / Office	Retention: 3 years after records are destroyed.
	Used by DAGS Archives Division, Records Management Branch to notify agency (record owner) that records are eligible for destruction according to approved retention schedule.	DAGS Archives	Disposition: Destroy after cited retention.
			Retention: Permanent.
			Disposition: Retain in office. May be microfilmed. Originals may be destroyed after microfilming.
7.6 Records Involved in Receipt and / or Transfer of Historical Records			
	a. Records Transfer List	Departmental Records Officer / Office	Retention: Permanent.
	(SA-6 or equivalent).		Disposition: Retain in office. May be microfilmed. Originals may be destroyed after microfilming.
	Used to transfer records to DAGS Archives Division, Historical Records Branch for permanent retention. Legal title and custody for records transfers to DAGS Archives Division.	DAGS Archives	Retention: Permanent.
			Disposition: Retain in office. May be microfilmed. Originals may be destroyed after microfilming.
	b. Loan Authorization and Receipt	DAGS Archives	Retention: Permanent.
	(ARM 1 or equivalent);		Disposition: Retain in office. May be microfilmed. Originals may be destroyed after microfilming.
	Deed of Gift		
	(ARM 2 or equivalent);		
	Record of Transfer and Receipt		
	(ARM 3 or equivalent).		

GENERAL RECORDS SCHEDULE NO. 8

FACILITIES CONSTRUCTION AND MANAGEMENT RECORDS

STATE OF HAWAII - ACCOUNTING & GENERAL SERVICES, ARCHIVES DIVISION
FACILITIES CONSTRUCTION AND MANAGEMENT RECORDS
GENERAL RECORDS SCHEDULE NO. 8

Item	Description of Records	Location	Retention and Disposition
8.1 Public Works Construction Project Files			
a. CIP Projects		Operating Department	Retention: 10 years after final settlement. Disposition: Offer to State Archives before destruction.
b. Repair and Maintenance Projects		Operating Department	Retention: 10 years after final settlement. Disposition: Destroy after cited retention.
c. Payroll Records		Operating Department	Retention: 3 years after final settlement. Disposition: Destroy after cited retention.
8.2 Final Construction Drawings, Plans, and Specifications			
a. Record copy of final construction drawings, tracings, blueprints, plans, and specifications. This set of documents is usually maintained by the agency responsible for creating the records, such as DAGS Public Works or DLNR Water and Land Development.		Operating Department	Retention: Permanent. Disposition: Retain record copy in Operating Department. Original records may be transferred to another permanent media. If records are transferred to another permanent media, offer the original records to the State Archives for preservation as historical items.
b. Reference copies of final construction drawings, tracings, blueprints, plans, and specifications.		Operating Department	Retention: Non-permanent. Disposition: Destroy when no longer needed for administrative purposes. Generally, the copy maintained at the facility (e.g., building, office) should be retained until the facility is destroyed.
8.3 Leasing of Private Office Space Records			
Lease documents, correspondence and other related documents.		DAGS Public Works - Leasing Branch/ Operating Department - Fiscal	Retention: 6 years after termination of lease. Disposition: Destroy after cited retention.

GENERAL RECORDS SCHEDULE NO. 9

SECURITY AND PROTECTIVE SERVICES RECORDS

STATE OF HAWAII - ACCOUNTING & GENERAL SERVICES, ARCHIVES DIVISION
SECURITY AND PROTECTIVE SERVICES RECORDS
GENERAL RECORDS SCHEDULE NO. 9

Item	Description of Records	Location	Retention and Disposition
9.1 Security Logs	Logs that record information such as periodic facility checks, notations of incidents, and guard assignments.	Operating Department	Retention: 2 years from date. Disposition: Destroy after cited retention.
9.2 Visitor Control Files	Registers or logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas, and reports on automobiles and passengers.	Operating Department	Retention: 2 years from date. Disposition: Destroy after cited retention.
9.3 Security Incident / Violation Reports	<p>a. Reports from security personnel on routine incidents that do not result in further investigation by agency personnel and / or police.</p> <p>b. Files relating to alleged violations of a sufficiently serious nature that they are referred for further investigation by agency personnel or the police.</p>	<p>Operating Department</p> <p>Operating Department</p>	<p>Retention: 2 years from date. Disposition: Destroy after cited retention.</p> <p>Retention: 6 years from date. Disposition: Destroy after cited retention.</p>
9.4 Credential Files	<p>Identification of credentials and related papers.</p> <p>a. Identification credentials including cards, badges, parking permits, photographs, agency permits to operate motor vehicles; and property, dining room and visitors passes; and other identification credentials.</p> <p>b. Receipts, indexes, listings, and accountable records.</p>	<p>Operating Department</p> <p>Operating Department</p>	<p>Retention: 6 months after credentials are returned to issuing office. Disposition: Destroy after cited retention.</p> <p>Retention: Non-permanent. Disposition: Destroy after all credentials are accounted for.</p>
9.5 Key Accountability Files	<p>Files relating to accountability for keys issued.</p> <p>a. For areas under maximum security.</p> <p>b. For other areas.</p>	<p>Operating Department</p> <p>Operating Department</p>	<p>Retention: 3 years after keys are returned to issuing office. Disposition: Destroy after cited retention.</p> <p>Retention: 6 months after keys are returned to issuing office. Disposition: Destroy after cited retention.</p>

GENERAL RECORDS SCHEDULE NO. 10

HEALTH CARE RECORDS

STATE OF HAWAII - ACCOUNTING & GENERAL SERVICES, ARCHIVES DIVISION
HEALTH CARE RECORDS
GENERAL RECORDS SCHEDULE NO. 10

Item	Description of Records	Location	Retention and Disposition
10.1 Medical Records (as defined by HRS 622-58)		Operating Department - Medical Care Facility	
	a. Basic Medical Information		Retention: <u>Adults</u> : 25 years after date of last entry; <u>Minors</u> : 25 years from age of majority. Disposition: Destroy after cited retention.
	b. Non-basic Medical Information		Retention: <u>Adults</u> : 7 years after date of last entry; <u>Minors</u> : 7 years from age of majority. Disposition: Destroy after cited retention.
10.2 Dental Patient Records		Operating Department	Retention: 7 years after date of last entry. Disposition: Destroy after cited retention.

GENERAL RECORDS SCHEDULE NO. 11

ELECTRONIC RECORDS

STATE OF HAWAII - ACCOUNTING & GENERAL SERVICES, ARCHIVES DIVISION
ELECTRONIC RECORDS
GENERAL RECORDS SCHEDULE NO. 11

Item	Description of Records	Location	Retention and Disposition
Electronic records are records that only a computer can process. This schedule supplements GRS No. 1, Item 1.21, "Administrative Data Bases," Item 1.22, "Electronic Spreadsheets," and Item 1.23, "Word Processing Files."			
11.1 Input Records / Source Documents			
a. Non-electronic documents or forms designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes (such as need for signatures).		Operating Department	Retention: Non-permanent. Disposition: Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file, whichever is later.
b. Electronic records received from another agency and used as input/source records by the receiving agency, EXCLUDING records produced by another agency under the terms of an interagency agreement, or records created by another agency in response to the specific information needs of the receiving agency.		Operating Department	Retention: Non-permanent. Disposition: Delete when data has been entered into the master file or data base and verified, or when no longer needed to support reconstruction of, or serve as back up to, the master file or data base, whichever is later.
c. Electronic records, except as noted in item 11.1b, entered into the system during an update process, and not required for audit and legal purposes.		Operating Department	Retention: Non-permanent. Disposition: Delete when data has been entered into the master file or data base and verified, or when no longer required to support reconstruction of, or serve as back-up to, a master file or data base, whichever is later.

STATE OF HAWAII - ACCOUNTING & GENERAL SERVICES, ARCHIVES DIVISION
ELECTRONIC RECORDS
GENERAL RECORDS SCHEDULE NO. 11

Item	Description of Records	Location	Retention and Disposition
11.2 Security Backup File	Electronic file consisting of data identical in physical format to a master file or data base and retained in case the master file or data base is damaged or inadvertently erased.		
	a. File identical to records scheduled for transfer to State Archives.	Operating Department	Retention: Non-permanent. Disposition: Delete when the identical records have been transferred to the State Archives and successfully copied, or when replaced by a subsequent security backup file.
	b. File identical to records authorized for disposal by the Comptroller.	Operating Department	Retention: Non-permanent. Disposition: Delete when the identical records have been deleted, or when replaced by a subsequent security backup file.
11.3 Documentation	Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file or data base that has been authorized for disposal in a Comptroller approved records schedule, EXCLUDING documentation relating to any unscheduled master file or data base or relating to any master file or data base scheduled for transfer to the State Archives.	Operating Department	Retention: Non-permanent. Disposition: Destroy or delete when superseded or obsolete, or upon authorized destruction of related master file or data base.
11.4 Finding Aids (or indexes) for Electronic Records	Electronic indexes, lists, registers, and other finding aids used only to provide access to records authorized for destruction by a Comptroller approved retention schedule, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records.	Operating Department	Retention: Non-permanent. Disposition: Delete with related records or when no longer needed, whichever is later.

STATE OF HAWAII - ACCOUNTING & GENERAL SERVICES, ARCHIVES DIVISION
ELECTRONIC RECORDS
GENERAL RECORDS SCHEDULE NO. 11

Item	Description of Records	Location	Retention and Disposition
11.5 Special Purpose Programs	Application software necessary solely to use or maintain a master file or data base authorized for disposal in a Comptroller approved retention schedule, EXCLUDING special purpose software necessary to use or maintain any unscheduled master file or data base or any master file or data base scheduled for transfer to the State Archives.	Operating Department	Retention: Non-permanent. Disposition: Delete when related master file or data base has been deleted.
11.6 Files / Records Related to Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records.	<p>a. Electronic files or records created solely to test system performance, as well as hard-copy printouts and related documentation for the electronic files/records.</p> <p>b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input / output records.</p> <p>c. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use.</p>	<p>Operating Department</p> <p>Operating Department</p> <p>Operating Department</p>	<p>Retention: Non-permanent. Disposition: Delete / destroy when no longer needed.</p> <p>Retention: Non-permanent. Disposition: Delete after information has been transferred to the master file and verified.</p> <p>Retention: Non-permanent. Disposition: Delete / destroy when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes.</p>
11.7 Electronic Mail Records	<p>Sender's and recipients' versions of electronic mail messages that meet the definition of records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.</p> <p>NOTE: Along with the message text, the recordkeeping system must capture the names of sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required.</p>	Operating Department	<p>Retention: Non-Permanent</p> <p>Disposition: Delete from the e-mail system after copying to a recordkeeping system.</p>

Appendix A
Federal Agencies' Grants Management Common Rule
(Federal Register, March II, 1988, page 8034)

<u>Agency</u>	<u>CFR Reference</u>
Department of Agriculture	7 CFR Parts 3015 and 3016
Department of Energy	10 CFR Part 600
Small Business Administration	13 CFR Part 143
Department of Commerce	15 CFR Part 24
Department of State	22 CFR Part 135
Department of Housing and Urban Development	24 CFR Parts 44, 85, 111, 511, 570, 571, 575, 590, 850, 882, 905, 941, 968, 970. and 990
Department of Justice	28 CFR Part 66
Department of Labor	29 CFR Part 97
Federal Mediation and Conciliation Service	29 CFR Part 1470
Department of Defense	32 CFR Part 278
Department of Education	34 CFR Parts 74 and 80
National Archives and Records Administration	36 CFR Part 1207
Veterans Administration	38 CFR Part 43
Environmental Protection Agency	40 CFR Parts 30, 31, and 33
Department of the Interior	43 CFR Part 12
Federal Emergency Management Agency	44 CFR Part 13
Department of Health and Human Services	45 CFR Parts 74 and 92
National Science Foundation	45 CFR Part 602
National Foundation on the Arts and Humanities:	
National Endowment for the Arts	45 CFR Part 1157
National Endowment for the Humanities	45 CFR Part 1174
Institute of Museum Services	45 CFR Part 1183
ACTION	45 CFR Part 1234
Commission on the Bicentennial of the United States Constitution	45 CFR Part 2015
Department of Transportation	49 CFR Part 18

APPENDIX B: SUBJECT INDEX

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Appropriation and Budgetary Allocation Forms	3	3.B-1
Appropriation Warrant	3	3.B-1
Assignment of Money By Party to Whom State is Directly Indebted	3	3.C-7
Attendance & Leave Record Card	5	5.21
Attorney General Opinions	1	1.8

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<u>RECORD SERIES</u> <u>ITEM NO.</u>	<u>SCHEDULE NO</u>	.
Audit Reports	3	3.D-10
Authorization to Purchase Outside of State Procurement Office Price List, Request for	6	6.5
Automobile: Travel Records	3	3.C-10
Award Records, Incentive and Service	5	5.32
Bank Deposit Slips / Receipts	3	3.A-8
Bank Statements and Related Records	3	3.A-8
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Budget Planning Records	Schedule 2	
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Calendars - documenting employee activities	1	1.16
Cancelled Checks (for Checks Issued in Lieu of Warrants - see Checks Cancelled)	3	3.A-8
Cash Overage / Shortage	3	3.A-7
Cash Receipts	3	3.A-3
Cashed Checks for Legislature	3	3.C-6
Certificates of Destruction of Bonds and Interest Coupons	3	3.D-11
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Certification of Eligibles	5	5.7
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Circulars - involving Policy Decisions	1	1.6
Civil Service Position, Application for	5	5.5

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<u>RECORD SERIES</u> <u>ITEM NO.</u>	<u>SCHEDULE NO</u>	.
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Claim for Non-Received Check	3	3.C-6
Claim for Void Check	3	3.C-6
Class Specifications	5	5.1
Classification & Pricing Appeal Records	5	5.3
Committee and Conference Files	1	1.1
Compensatory Time Off - see Premium Pay Records		
Computer Files - see Electronic Records		
Construction Drawings, Plans, Specifications - Final	8	8.2
Construction Project Files	8	8.1
Contract Input	3	3.C-3
Contracts - see Purchase of Services		
Correction Slips	3	3.C-3
Correspondence, Duplicate Files	1	1.4
Correspondence, General	1	1.3
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Criminal History Record Clearance, Request for	5	5.11
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Direct Hire Candidates, List of	5	5.8
Directives, Manual & Handbook, Official	1	1.7
Discrimination Files	5	5.26
Documentation - Electronic Records	11	11.3
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EEO Complaints	5	5.26
Electronic Mail Records (E-mail)	11	11.7
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Emergency Procurement, Request for	6	6.3
Employee Incentive and Award Program Records	5	5.33
Employee Performance Appraisal	5	5.18
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<u>RECORD SERIES</u> <u>ITEM NO.</u>	<u>SCHEDULE NO</u>	
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FAMIS: Appropriation & Expenditure Reports	3	3.D-3
FAMIS: Appropriations and Allotments Reports	3	3.D-2
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FAMIS: Budget Management Reports	3	3.D-1
FAMIS: Data Entry / Input Forms	3	3.D-4
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Fees & Benefits, Statement of: Non-employee	4	4.8
Files / Records Created to Create, Use, and Maintain Master Files or Data Bases - Electronic Records	11	11.6
Final Construction Drawings, Plans and Specifications	8	8.2
Finding Aids (Indexes, Reference Guides, etc.)	1	1.19
Finding Aids for Electronic Records	11	11.4
Functional Statements	1	1.14
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Health Care Records	Schedule 10	
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Incentive and Service Awards Program Records	5	5.33
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APPENDIX B: SUBJECT INDEX

<u>RECORD SERIES</u> <u>ITEM NO.</u>	<u>SCHEDULE NO</u>	.
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Insurance Benefits Enrollment Forms	5	5.27
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Inventory Reports, Detail	6	6.13
Inventory Transaction Register	6	6.11
Investments, Application for	3	3.A-9
Invoices, Vendor	3	3.C-3
Job Announcements	5	5.4
Journal Voucher	3	3.D-6
Key Accountability Files (security records)	9	9.5
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Maintenance Records - Equipment	6	6.14
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Payroll Adjustment, Notification for	4	4.13
Payroll Assignments	4	4.10
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Premium Pay Attendance Sheets	4	4.12
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<u>RECORD SERIES</u> <u>ITEM NO.</u>	<u>SCHEDULE NO</u>	.
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Request for Appointment Approval	5	5.14
Request for Approval of Out-Service Training (Form 411)	5	5.29
Request for Authorization to Purchase Outside of State Procurement Office Price List	6	6.5
Request for Criminal History Record Clearance	5	5.11
Request for Emergency Procurement	6	6.3
Request for Exemption from Chapter 103D, HRS	6	6.6
Request for Extension of Contract Time	6	6.4
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Restrictive Specifications, Request for	6	6.7
Risk Management Files	1	1.9
Rules and Regulations, Departmental	1	1.5
Sales Journal	3	3.A-4
Schedules of Daily Activities	1	1.16
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Securities Held in Safekeeping after Return, Accounts for	3	3.D-12
Security and Protective Services Records	Schedule 9	
Security Backup File - Electronic Records	11	11.2
Security Incident / Violation Reports	9	9.3
Security Logs	9	9.1
Sole Source Records	6	6.2
Special Purpose Programs - Electronic Records	11	11.5
Speeches, addresses, comments	1	1.13
Spreadsheets, Electronic	1	1.22
Statement of Completed Travel (Intra-State)	3	3.C-9
Statement of Completed Travel (Out-of-State)	3	3.C-9
Statement of Fees & Benefits: Non-employee	4	4.8
Stop Payment for Payroll	4	4.14
Stop Payment Notice	3	3.C-6
Stop Payment Order (Bank form or equivalent)	3	3.C-6

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<u>RECORD SERIES</u> <u>ITEM NO.</u>	<u>SCHEDULE NO</u>	.
Summary Warrant Voucher - Computer	3	3.C-5
Summary Warrant Voucher - Manual	3	3.C-4
Supervisor's Informational Personnel File & Duplicate OPF Documents	5	5.17
Temporary Assignment, Notification of	4 and 5	4.5 5.24
Testimonies, Legislative	1	1.12
Time Sheets	4	4.11
Training - see Out Service Training		
Transfer of Funds, Request for	3	3.B-1
Transfer of Vacation & Sick Leave, Application for	5	5.22
Travel Approvals and Statements	3	3.C-9
Travel Records - Automobile	3	3.C-10
Treasury Deposit Receipt	3	3.A-1
Universal Input Form	3	3.D-7
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Unrequired Contract Encumbrance Advice	3	3.C-3
Variance plans - see Budget Execution Records		
Vendor Invoices	3	3.C-3
Visitor Control Files	9	9.2
W-2 & HW-2 Recipients, Listing of	4	4.9
Warrant / Check - Correction Records	3	3.C-6
Withholding Exemptions, Federal & State	4	4.6
Wordprocessing Files	1	1.23
Work Order Requests for Building Repair & Maintenance	1	1.24

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<u>RECORD SERIES</u> <u>ITEM NO.</u>	<u>SCHEDULE NO</u>	.
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Workers' Compensation Records	5	5.32
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AGS-17B	6	6.9
AGS-18	6	6.9
AGS-34	6	6.9
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AMD-MP-002	3	3.C-10a
DPS 5	4	4.4
	5	5.13
DPS 7	5	5.21
DPS 10	4	4.5
	5	5.24
DPS 300	5	5.13
DPS 302	5	5.13
DPS 305	5	5.7
DPS 315	5	5.5
DPS 320, 320B, 320C, 320C1, 320D, 320E	5	5.14
DPS 391	5	5.9
DPS 392	5	5.8
DPS 522, 523, 523A, 524	5	5.18
DPS T&S 412	5	5.31
DPS T&S 414	5	5.31
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Form 410	5	5.29
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G-2	5	5.22
HRD 315A	5	5.14
HRD 330	5	5.6
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HW-4	4	4.6
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MBP 405	3	3.D-3c
MBP 420	3	3.D-3a
MBP 422	3	3.D-3b
MBP 425	3	3.D-3b
MBP 430	3	3.D-3a
MBP 435	3	3.D-1
MBP 440	3	3.D-1
MBP 442	3	3.D-1
MBP 444	3	3.D-1
MBP 445	3	3.D-1
MBP 452	3	3.D-2a
MBP 453	3	3.D-2b
MBP 454	3	3.D-2b
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MDB 020	6	6.9
MDB 033	6	6.10
MDB 042	6	6.12
MDB 050	6	6.13
MDB 070	6	6.13
MDB 072	6	6.13
N-1	5	5.27
N-2	5	5.27
OSHA No. 101	5	5.30a
OSHA No. 200	5	5.30a
OSHA No. 200-S	5	5.30b
PRA 02A2	4	4.15
PRA 012	4	4.15
PRA 051	4	4.15
PRA 052	4	4.15
PRA 053	4	4.15
PRA 057	4	4.15
PRA 071	4	4.15
PRD 401	4	4.1
PRE 314	4	4.1
PRE 315	4	4.18
PRE 321	4	4.19
PRE 323	4	4.3
PRW 231	4	4.17
PRW 241	4	4.1
RMA-001	1	1.9
RML-001	1	1.9
RMP-001	1	1.9
RMTC	1	1.9
SA-1	7	7.2
SA-2	7	7.2
SA-3	7	7.3
SA-4	7	7.4
SA-5	7	7.5
SA-6	7	7.6
SAF A-01	3	3.B-1
SAF A-08	3	3.B-1
SAF A-15	3	3.B-1
SAF A-19	3	3.B-1
SAF A-20	3	3.D-8
SAF A-21	3	3.B-1
SAF A-27	3	3.D-6
SAF A-28	3	3.D-7
SAF A-30	3	3.A-9
SAF A-42	3	3.D-5b
SAF A-43	3	3.D-5b
SAF A-44	3	3.D-5b
SAF A-45	3	3.D-5b
SAF A-46	3	3.D-5b
SAF A-47	3	3.D-5a
SAF A-50	3	3.D-4

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Form & Report Number	Schedule Number	Item Number
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SAF A-52	3	3.D-4
SAF A-53	3	3.D-4
SAF A-54	3	3.D-4
SAF A-55	3	3.D-4
SAF A-57	3	3.D-4
SAF A-71	3	3.D-4
SAF B-10	3	3.A-6
SAF B-13	3	3.A-1
SAF B-14	3	3.A-1
SAF B-24	3	3.A-3
SAF B-31	3	3.A-2
SAF C-02	3	3.C-3b
SAF C-03	3	3.C-3b
SAF C-04	3	3.C-3b
SAF C-06	3	3.C-3b
SAF C-07	3	3.C-3b
SAF C-08	3	3.C-4
SAF C-12	3	3.D-4
SAF C-13	3	3.D-4
SAF C-30	3	3.C-7
SAF C-31	3	3.C-10b
SAF C-32	3	3.C-10b
SAF C-33	3	3.C-10c
SAF C-41	3	3.C-3a
SAF C-53	3	3.C-6c
SAF C-58	3	3.C-6d
SAF C-60	3	3.C-6b
SAF C-61	3	3.C-6b
SAF C-62	3	3.C-6b
SAF C-63	3	3.C-6b
SAF D-51	4	4.14
SAF D-55	4	4.11
SAF D-56	4	4.11
SAF D-60	4	4.10
SAF D-62	4	4.10
SAF D-63	4	4.10
SAF D-66	4	4.10
SAF D-67	4	4.10
SAF D-70	4	4.13
SAF D-71	4	4.13
SAF D-94	4	4.2
SBD-1931	4	4.10
SF-4	5	5.10
SF-5A	4	4.4
SF-5B	4	4.4
SPO 1	6	6.2
SPO 1A	6	6.2
SPO 1B	6	6.2
SPO 2	6	6.3
SPO 3	6	6.4
SPO 5	6	6.5
SPO 7	6	6.6
W-2 (listing)	4	4.9

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Form & Report Number	Schedule Number	Item Number
W-4	4	4.6
W-5	4	4.7
WC-1	5	5.30a
	5	5.31
WC-2	5	5.31
WC-3	5	5.31
WC-5	5	5.31
WC-7	5	5.31

**Appendix D: General Records Schedules
Conversion Table**

<u>Record Series</u>	<u>Former Citation GRS No. 1, 1989</u>	<u>Current Citation Schedule No.</u>	<u>Item No.</u>
Accounts Receivable Ledger	1.14	3	3.A-5
Accounting	Part 4	3 and 4	
Allotment	Part 2	3	3.B
Allotment Advice	2.13	3	3.B-1
Appropriation Warrant	2.11	3	3.B-1
Appropriations	Part 2	3	3.B
Attorney General Opinions	8.15	1	1.8
Audit Reports	4.61	3	3.D-10
Bank Deposit	1.21	3	3.A-8
Bank Statements	1.22	3	3.A-8
Bill for Collection	1.15	3	3.A-6
Cancelled Checks	1.22	3	3.A-8
Cash Overage / Shortage	1.16	3	3.A-7
Certification of Eligibles	6.23	5	5.6
Correction Slips	3.24	3	3.C-3
Correspondence Files	8.21, 8.22	1	1.2, 1.3
Deposit Slips / Receipts	1.21	3	3.A-8
Equipment Maintenance	3.13	3	3.C-2
Expenditures	Part 3	3	3.C
Grievance	6.51	5	5.25
Health Fund	6.61	5	5.27
Inventory	Part 7	6	
Investments	1.31	3	3.A-9
Invoices	3.23	3	3.C-3
Job Announcements	6.21	5	5.4
Journal Voucher	4.50	3	3.D-6

**Appendix D: General Records Schedules
Conversion Table**

<u>Record Series</u>	<u>Former Citation GRS No. 1, 1989</u>	<u>Current Citation Schedule No.</u>	<u>Item No.</u>
Leave of Absence	6.42	5	5.20
Ledger Account	4.22	3	3.D-3
Ledgers	4.52	3	3.D-9
Lost Treasury Warrant	3.32	3	3.C-6
Mail Control	8.53	1	1.17
Manual	8.13	1	1.7
Mileage	3.55	3	3.C-10
Minutes	8.14	1	1.1
Occupational Injury	6.63	5	5.31
Payroll	Part 5	4	
Payroll Assignments	5.41	4	4.10
Personnel	Part 6	5	
Petty Cash Voucher	3.41	3	3.C-8
Property	Part 7	6	
Purchase Order	3.22	3	3.C-3
Records Destruction	Part 9	7	
Records Retention Schedule	Part 9	7	7.1
Receipt Book	1.12	3	3.A-3
Requisition & Purchase Order	3.22	3	3.C-3
Rules & Regulations	8.11, 8.12	1	1.5, 1.6
Sales Journal	1.13	3	3.A-4
Securities	4.63	3	3.D-12
Securities Audit Reports	4.62	3	3.D-11
Temporary Assignment	5.22	4	4.5
Time Sheet	5.51	4	4.11
Training	6.62	5	5.28, 5.29

**Appendix D: General Records Schedules
Conversion Table**

<u>Record Series</u>	<u>Former Citation GRS No. 1, 1989</u>	<u>Current Citation Schedule No.</u>	<u>Item No.</u>
Transfer of Funds	2.22	3	3.B-1
Travel (Intra-State)	3.52	3	3.C-9
Travel (Out-of-State)	3.51	3	3.C-9
Travel Log	3.54	3	3.C-10
Treasury Deposit Receipt	1.11	3	3.A-1
Vehicle Log	3.53	3	3.C-10
Warrant (Non-receipt)	3.33	3	3.C-6
Warrant Payment	3.31	3	3.C-6
Warrant Voucher	3.26	3	3.C-4
Warrants Cancelled	3.34	3	3.C-6
Work Order	8.54	1	1.24
Workers' Compensation	6.64	5	5.31

**Appendix E: General Records Schedule
Conversion Table by GRS No. 1, 1989, Item No.**

Old Schedule <u>GRS No. 1, 1989</u>	New Schedule	
	<u>Schedule</u>	<u>Item No.</u>
1.11	3	3.A-1
1.12	3	3.A-3
1.13	3	3.A-4
1.14	3	3.A-5
1.15	3	3.A-6
1.16	3	3.A-7
1.21	3	3.A-7
1.22	3	3.A-8
1.31	3	3.A-9
2.11	3	3.B-1
2.12	3	3.B-1
2.13	3	3.B-1
2.21	3	3.B-1
2.22	3	3.B-1
2.41	3	3.D-1
2.42	3	3.D-1
2.43	3	3.D-1
2.44	3	3.D-1
2.45	3	3.D-1
2.46	3	3.D-1
2.51	3	3.D-2
2.52	3	3.D-2
2.53	3	3.D-2
2.54	3	3.D-2
3.11	3	3.C-1
3.12	3	3.C-3

**Appendix E: General Records Schedule
Conversion Table by GRS No. 1, 1989, Item No.**

Old Schedule <u>GRS No. 1, 1989</u>	New Schedule	
	<u>Schedule</u>	<u>Item No.</u>
3.13	3	3.C-3
3.21	3	3.C-3
3.22	3	3.C-3
3.23	3	3.C-3
3.24	3	3.C-3
3.25	3	3.C-3
3.26	3	3.C-4
3.27	3	3.C-5
3.31	3	3.C-6
3.32	3	3.C-6
3.33	3	3.C-6
3.34	3	3.C-6
3.41	3	3.C-8
3.42	3	3.C-8
3.50	3	3.C-9
3.51	3	3.C-9
3.52	3	3.C-9
3.53	3	3.C-10
3.54	3	3.C-10
3.55	3	3.C-10
4.11	3	3.D-3
4.12	3	3.D-3
4.21	3	3.D-3
4.22	3	3.D-3
4.31	3	3.D-3
4.41	3	3.D-3

**Appendix E: General Records Schedule
Conversion Table by GRS No. 1, 1989, Item No.**

Old Schedule <u>GRS No. 1, 1989</u>	New Schedule	
	<u>Schedule</u>	<u>Item No.</u>
4.50	3	3.D-6
4.51	3	3.D-7
4.52	3	3.D-9
4.61	3	3.D-10
4.62	3	3.D-11
4.63	3	3.D-12
5.11	4	4.1
5.12	4	4.2
5.13	4	4.1
5.14	4	4.1
5.15	4	4.3
5.21	4	4.4
	5	5.11
5.22	4	4.5
5.31	4	4.6
5.32	4	4.7
5.33	4	4.8
5.35	4	4.9
5.41	4	4.10
5.51	4	4.11
5.52	4	4.12
5.53	4	4.12
5.54	4	4.12
5.55	4	4.13
5.56	SEE: 4	4.13
5.57	4	4.14

**Appendix E: General Records Schedule
Conversion Table by GRS No. 1, 1989, Item No.**

Old Schedule <u>GRS No. 1, 1989</u>	New Schedule	
	<u>Schedule</u>	<u>Item No.</u>
5.61	4	4.15
5.62	4	4.16
5.63	4	4.17
5.64	4	4.18
5.65	4	4.19
6.11	5	5.1
6.12	5	5.2
6.13	5	5.3
6.21	5	5.4
6.22	5	5.5
6.23	5	5.6
6.24	5	5.13
6.25	DELETED	
6.26	5	5.12
6.31	5	5.15
6.32	5	5.16
6.33	5	5.17
6.34	5	5.18
6.35	DELETED	
6.41	5	5.19
6.42	5	5.20
6.43	5	5.21
6.44	5	5.22
6.51	5	5.25
6.52	5	5.26
6.61	5	5.27

**Appendix E: General Records Schedule
Conversion Table by GRS No. 1, 1989, Item No.**

Old Schedule <u>GRS No. 1, 1989</u>	New Schedule	
	<u>Schedule</u>	<u>Item No.</u>
6.62	5	5.28
6.63	5	5.30
6.64	5	5.31
7.14	6	6.9
7.15	6	6.9
7.16	6	6.9
7.17	6	6.9
7.18	6	6.9
7.21	6	6.10
7.22	6	6.9
8.11	1	1.5
8.12	1	1.6
8.13	1	1.7
8.14	1	1.1
8.15	1	1.8
8.21	1	1.2
8.22	1	1.2
8.23	1	1.4
8.53	1	1.17
8.54	1	1.24
9.11	DELETED	
9.12	7	7.1
9.13	7	7.2
9.14	7	7.2
9.15	7	7.3
9.16	7	7.4

**Appendix E: General Records Schedule
Conversion Table by GRS No. 1, 1989, Item No.**

Old Schedule <u>GRS No. 1, 1989</u>	New Schedule	
	<u>Schedule</u>	<u>Item No.</u>
9.17	7	7.5
9.18	7	7.6